

CITY OF TEMPE

DEVELOPMENT REVIEW COMMISSION



STAFF REPORT

DATE

May 4, 2017

SUBJECT

Review of the Tempe Involving the Public Manual, Section III, Private Development Projects and Zoning and Development Code (ZDC) Section 6-400-Public Notice and Staff Reports

PURPOSE

The purpose of this memo is to provide an overview of the city's Tempe Involving the Public Manual as well as the notification requirements for private development projects.

BACKGROUND

The Tempe Involving the Public (TIP) Manual was first adopted by Council resolution on August 16, 2007, with a revised version adopted on January 8, 2015, as a guideline for public involvement processes. The Manual was the result of a collaborative effort and input received from residents, the Neighborhood Advisory Commission, various other Boards and Commissions and city staff. The Manual reflects Tempe's belief that community members should be engaged early on in decisions that affect them and demonstrates a commitment to maximizing public input and engagement in planning activities.

Key revisions made in 2015 include: 1) rearranging the TIP Manual to have three sections, including the ability to have Section II and III as stand-alone documents and 2) Section III creates a private development section of the document targeting developers of projects that require neighborhood input as outlined in the Zoning and Development Code (ZDC). The corresponding Zoning and Development Code, Section 6-400-Public Notice and Staff Reports was amended at the December 4, 2014 City Council meeting to expand the notification requirements for neighborhood meetings and public hearings, and to require private development applicants to develop a Public Involvement Plan.

This amendment also increased the distance requirement for notifying the chairperson of the registered neighborhood association(s) and home owners association(s) to one thousand three hundred twenty (1,320) feet (1/4 mile) of the property. Definitions of the different types of associations are below:

Neighborhood Association	Homeowners' Association	Affiliate Association
A voluntary organization of residents from a single neighborhood with defined boundaries that do not overlap	A formal legal organization of residents from a single neighborhood with defined boundaries that do not overlap	Non-profits or organizations involving business members or residents comprised of multiple neighborhoods with a common purpose and interest in neighborhoods

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